

INDIANA COMMISSION ON PUBLIC RECORDS

Job #: **062-01**

Division: State Archives

Location: Downtown Indianapolis

Job Duties: The project for the Governor's Summer Intern will be to process and catalogue approximately thirty-seven (37) cubic feet of records from the office of the General Counsel to Governor's Frank L. O'Bannon and Joseph E. Kernan. These important records include subject files, applications for state and local judgeships, and appeals for clemency. The subject files contain invaluable information on the issues faced by Governors O'Bannon and Kernan during their terms of office. The judgeship applications document the state's judicial selection process. The clemency files include two precedent setting cases involving commutations of death sentences.

Processing the General Counsel's files will involve analyzing the records, organizing them in record series, creating folder level inventories to the boxes, and entering the processed records into the State Archives Accession Database. In the course of the project the Governor's Intern will be exposed to a variety of public access issues requiring research into Indiana's Open Records Law.

Minimum Qualifications: Knowledge of history and/or politics would be helpful. Applicant should be agile, with legible writing and possess good computer skills.
